
PURPOSE

Michigan Department of Health and Human Services (MDHHS) needs a written policy for service plans. Mich Admin Code, R 400.12403(2)(i). When a youth who has been referred to MDHHS under MCL 400.55(h) or committed to MDHHS under 1974 PA 150 for delinquency care and supervision, the juvenile justice specialist (JJS) must complete the juvenile justice initial service plan (ISP) and the juvenile justice updated service plan (USP) or juvenile justice supplemental updated service plan (SUSP) and the reentry plan, as appropriate, within the required time frames.

The ISP assists in assessing the needs of the youth and family and is the basis for making placement decisions which will determine the type of treatment and services the youth and family will be provided. The USP or SUSP assists in assessing the youth's and family's quarterly progress towards completion of treatment and permanency planning goals.

DEFINITIONS

See the [JJG, Juvenile Justice Glossary](#).

Intersex

Intersex means a person whose sexual or reproductive anatomy or chromosomal pattern does not seem to fit typical definitions of male or female. Intersex medical conditions are sometimes referred to as disorders of sex development. 28 CFR 115.5.

Transgender

Transgender means a person whose gender identity (such as, internal sense of feeling male or female) is different from the person's assigned sex at birth. 28 CFR 115.5.

Two-Spirit

A modern umbrella term used by some Indigenous North Americans to describe gender-variant individuals in their communities, specifically people within indigenous communities who are seen as having both male and female spirits within them. It has a spiritual connotation that is recognized and confirmed by the Two-Spirits indigenous community.

Qualified Residential Treatment Program (QRTP)

A child caring institution is defined as a program that:

- Has a trauma-informed treatment model designed to address the needs, and clinical needs as appropriate, of youth with serious emotional or behavioral disorders or disturbances, and can implement the necessary treatment identified in the youth's assessment.
- Has registered or licensed nursing staff and other licensed clinical staff who can provide care, who are on-site consistent with the treatment model, and available 24 hours and 7 days a week. The QRTP does not need to have a direct employee/employer relationship with required nursing and behavioral staff.
- Facilitates family participation in youth's treatment program if in youth's best interest.
- Facilitates family outreach, documents how this outreach is made, and maintains contact information for any known biological family and fictive kin of the youth.
- Documents how the youth's family is integrated into the youth's treatment, including post discharge and how sibling connections are maintained.
- Provides discharge planning and family-based aftercare supports for at least 6 months post discharge.
- The program is licensed and nationally accredited by the Commission on Accreditation of Rehabilitation Facilities (CARF), the Joint Commission on Accreditation of Healthcare Organizations (JCAHO), the Council on Accreditation, or others approved by the Secretary.

**CASE SERVICE
PLAN
REQUIREMENTS**

The JJS completes the following service plans in the Michigan Statewide Automated Child Welfare Information System (MiSACWIS):

- DHS-4789, Juvenile Justice Initial Service Plan.
- DHS-4789, Juvenile Justice Updated Service Plan.

- DHS-4789, Supplemental Updated Service Plan.
- DHS-738, Reentry Plan.

State operated and private, contracted juvenile justice residential treatment facilities are required to complete treatment plans and reports as detailed in [JRM 201, Residential Treatment Plans, Reentry Plans, and Release Reports](#).

Case service plans document all case activity until the date a court order is received terminating jurisdiction. If the court order dismissing the case is received less than 30 calendar days from the last report period end date, then the DHS-69, Foster Care/Juvenile Justice Action Summary, may be used in lieu of a final service plan; see [FOM 722-15, Case Closing](#), for more information.

DEVELOPING THE CASE SERVICE PLANS

Structured Decision Making

Juvenile justice service plans use structured decision making (SDM) models. SDM balances the youth and family's need for services and the need for public safety and seeks to lessen the individual and subjective nature of decisions made at different stages of the process and to promote greater consistency and equity.

The SDM model evaluates three key decision making elements: the severity of the adjudicated offense, the risk of continued delinquent activity, and the youth's treatment needs. The service, Michigan Juvenile Justice Assessment System (MJJAS) assessments and treatment plans guide decisions regarding each youth's security level.

Initial Service Plan

The DHS-349, Juvenile Justice Case Opening Checklist, is an optional tool that may be used by the juvenile justice specialist to assist with ensuring that required forms and processes are addressed.

When developing the ISP, the following actions must be taken, documented in MiSACWIS, and filed in the youth's case record:

- Immediately request a certified birth record for the youth; see [FOM 910, Obtaining Vital Records](#).
- Complete a *Juvenile Justice Intake* in MiSACWIS.
- Remove the youth from detention or jail within five calendar days of the acceptance date or document the reason why this cannot be done, if applicable; see [JJM 470, Detention Alternatives, Detention & Jail Requirements](#), and [FOM 903-02, Payment for Detention Care](#). Use the MJJAS risk level and placement selection and standards in [JJM 410, Placement Selection and Standards](#), to determine placement needs of the youth.
- Determine if the youth was receiving financial assistance or food assistance program (FAP) at the time of their removal from the home. If so, notify the financial assistance unit supervisor and case worker in writing immediately and provide the date of the youth's removal from home.
- Complete the DHS-3307-A, Youth Face Sheet, within five calendar days.
- Inquire if the youth has any American Indian/Alaska Native (AI/AN) tribal membership, citizenship, or eligibility; see Native American Affairs items [NAA 100, General Program Overview](#), and [NAA 200, Identification of an Indian Child](#), for detailed instructions regarding placement of a youth who are eligible or enrolled in a federally recognized tribe.
- Verify citizenship or immigration status; see [FOM 722-06K Services for Families Who Are Not U.S. Citizens](#), and [FOM 722-17, Unaccompanied Refugee Minor \(URM\) Program](#).
- Notify the appropriate consulate, as applicable; see [FOM 722-06K, Services for Families Who Are Not U.S. Citizens](#).

Exception: The local office supervisor must consult the juvenile justice programs office regarding the notification to United States Citizenship and Immigration Services (USCIS) and is required to immediately email Juvenile-Justice-Policy@michigan.gov to determine whether a referral to an immigration clinic or an immigration attorney is appropriate.

- Verify the court orders are worded appropriately and immediately send any problematic court orders to

CSARequestforLegalResearch@michigan.gov for resolution. Problem court orders include those orders which conflict with federal or state law, policy, do not include required wording or order the department to pay for services for which there is not an available funding source; see [FOM 902, Funding Determinations and Title IV-E Eligibility](#), for specific information on court orders and title IV-E funding.

- Provide all court petitions and orders and any other required documentation to the child welfare funding specialist to record delinquency court orders and court actions in MiSACWIS.
- Take a picture of the youth and upload in the *Person Details* of MiSACWIS.
- Review and explain the DHS-5307, Rights and Responsibilities for Children and Youth in Foster Care, according to [FOM 722-06J, Rights of Children in Foster Care](#).
- Verify that a DNA sample has been collected, if applicable; see [JJM 265, DNA Profiling](#), for details on how to verify.
- Ensure sex offender registration, if applicable; see [JJM 263, Sex Offender Registration](#), for detailed requirements.
- Determine if victim notification or restitution is required; see [JJM 260, Victim Notification](#), for specific details on completing victim notifications.
- Determine the need to complete the DHS-5523, Human Trafficking Indicator Tool, based on the criteria in [SRM 300, Human Trafficking of Children, Ongoing Cases or Services](#).
- Complete the initial visit with the parent(s)/legal guardian(s) and engage in case planning for reunification and treatment services; see [FOM 722-06, Case Planning](#), for information on developing a case plan and engaging the parent(s)/legal guardian(s).
- Establish parenting time and sibling visitation, if applicable; see [FOM 722-06I, Maintaining Connections Through Visitation and Contact](#), for detailed information on required parenting time and sibling visits.
- Complete the DHS-3377, Clothing Inventory Checklist, in MiSACWIS within 30 calendar days of the youth's case

acceptance; see [FOM 903-09, Case Service Payments, Initial Clothing Payment Authorization](#), for additional actions the JJS must complete.

- Obtain a DHS-1555-CS, Authorization to Release Confidential Information, as needed; see [SRM 131, Confidentiality](#), for details on when a release is required to share information.
- Complete the Juvenile Justice (JJ) Strengths and Needs Assessment with the youth and family.
- Complete the appropriate MJJAS assessment with the youth.
- Complete the DHS-3205, Foster Care/Juvenile Justice Benefit Eligibility Record, according to form instructions, to document benefits the youth is receiving or may be eligible to receive; see [JJM 220, Court Orders for Referrals/Commitments & Title IV-E Eligibility](#), and [FOM 902-12, Government and Other Benefits, for further information](#).
- Determine if the youth has private insurance coverage and report third party liability health insurance information, [see FOM 803, Medicaid - Foster Care, Other Medical Resources](#), for detailed information on completing the third party liability health insurance information.
- Arrange for appropriate medical, dental and/or mental health examination of the youth within 30 calendar days of out-of-home placement. Document the examination on appropriate forms based on the youth's age and record in MiSACWIS; see [FOM 801, Health Services for Foster Children](#), and [FOM 802, Mental Health, Behavioral and Developmental Needs of Foster Children](#), for information on youth medical examinations and medical passport documentation.
- Complete the DHS-3762, Medical Care Authorization for Minor Child, and provide it to the appropriate person who is authorized to consent to emergency treatment indicated in [JJM 290, Emergency Medical & Surgical Treatment](#).
- Complete the DHS-221, Medical Passport; see [FOM 801, Health Services for Foster Children](#), for information on completing a medical passport.
- Ensure appropriate informed consent has been obtained for youth prescribed psychotropic medication; see [JJM 802-1,](#)

[Psychotropic Medication](#), for straight juvenile justice youth and [FOM 802-1, Psychotropic Medications in Foster Care](#), for dual wards for requirements to obtain informed consent for psychotropic medication.

- Ensure the youth has a Social Security number and document it as required by [FOM 902-16, Social Security Numbers](#).
- Complete relative engagement activities and home studies as required in [FOM 722-03B, Relative Engagement and Placement](#).
- Complete a *Juvenile Justice Assignment Unit (JJAU) Placement Referral* in MISACWIS if placement in a residential setting is needed or for placement in state operated detention facilities and upload JJAU referral packet; see [JJM 700, Juvenile Justice Assignment Unit Placement Process](#), for detailed information on completing a JJAU referral.

Note: The DHS-5521, Juvenile Justice Assignment Unit (JJAU) Placement Referral Packet Checklist, is an optional tool to assist the JJS with ensuring a complete referral packet is provided.

- Complete the DHS-3600, Individual Service Agreement, if the youth is being placed in a private, contracted residential treatment facility; see [JJM 700, Juvenile Justice Assignment Unit Placement Process](#).
- Complete a Determination of Care, as needed; see [FOM 903-03, Payment For Foster Family Care](#), for information on when and how to complete a Determination of Care.
- Complete the DHS-4526, Parent/Guardian Notification of Acceptance, in MiSACWIS and send to the parent(s)/legal guardian(s).
- Complete the DHS-3204, Youth Acceptance Notice, in MiSACWIS and send to the court.
- Complete the DHS-767, Conditions of Placement Agreement; see [JJM 400, Placement Conditions](#), and [JJM 430, Community Placement Services](#), for further information on completing the DHS-767.
- Enter all paid and unpaid case services in MiSACWIS, as needed; see [FOM 903-09, Case Service Payments](#).

- Collaborate with foster care worker for dual ward, if applicable, based on [FOM 722-06D, Case Management of Dual Wards](#).
- Use the MDHHS-5620, Sexual Orientation, Gender Identity and Gender Expression (SOGIE) Interview Tool, to engage with youth about the youth's sexual orientation, gender identity, and gender expression and document available information in MiSACWIS *Person Profile*.

PERMANENCY PLANNING

A permanency planning goal is required to be documented in each ISP, USP, SUSP using the criteria outlined in:

- [FOM 722-07, Permanency Planning-Overview](#).
- [FOM 722-07A, Permanency Planning-Concurrent Permanency Planning](#).
- [FOM 722-07B, Permanency Planning-Reunification](#).
- [FOM 722-07C, Permanency Planning-Termination of Parental Rights](#).
- [FOM 722-07D, Permanency Planning, Adoption](#).
- [FOM 722-07E, Permanency Planning-Guardianship](#).
- [FOM 722-07F, Permanency Planning-PPFWR and APPLA](#).

Exception: Family team meetings are not required, but are encouraged as best practice for permanency planning.

Reasonable Efforts

Reasonable efforts to finalize the permanency plan have to be made and documented according to [FOM 902, Funding Determinations and Title IV-E Eligibility](#). Document in the ISP, USP, and SUSP.

QRTP Court Approval

MCL 722.123a(6) requires the court to approve or disapprove of a youth's QRTP placement at each dispositional review and permanency planning hearing. The JJS must document the court's approval or disapproval in the *Assessments* narrative box within the

case service plan addendum as part of the approved case service plan that falls within the time frame the court order documenting the approval or disapproval was received by MDHHS.

The addendum must be attached to the case service plan and documented in the youth's physical case file.

Compelling Reasons

The supervising agency is required to file or join in filing a petition requesting termination of parental rights if the youth, who is a dual ward, has been in foster care 15 of the most recent 22 months unless, the youth is being cared for by relatives or compelling reasons exist, see [FOM 722-07C, Permanency Planning - Termination of Parental Rights for a Child Out-of-Home for 15 of the Last 22 Months](#), for further information.

MJJAS Dispositional Assessment

The MJJAS Dispositional Assessment must be used to determine the risk level for an adjudicated youth and is required to be completed by the JJS in MiSACWIS:

- As part of the ISP.
- With every other USP.
- If a youth is adjudicated for a new offense, see [JJM 410, Placement Selection and Standards](#).

Note: The MJJAS Dispositional Assessment is not required when completing the DHS-4789, Juvenile Justice **Supplemental** Updated Service Plan.

MJJAS Diversion Assessment

The MJJAS Diversion Tool must be used to determine the risk level for a youth that has been referred under MCL 400.55(h) and has been charged, but not adjudicated. The MJJAS Diversion Tool must be completed by the JJS to recommend to the court whether the youth should be diverted or continue formal court proceedings.

**Risk Level and
Security Level
Override Process**

The MJJAS is an evidence-based risk assessment that provides a risk level for a youth. The risk level must be used to assist the JJS to identify the appropriate level of security.

Overrides to the MJJAS calculated risk level should be rare and used only when the risk level clearly needs adjusting due to an individual youth's circumstance and history gathered during the development of the service plan. An override may increase or decrease a youth's risk level. Overrides should not exceed 10 percent of all risk levels determined using the MJJAS. An MDHHS override of a youth's security level from the MJJAS requires supervisory approval.

**JUVENILE JUSTICE
PREVENTION PLAN
INSTRUCTIONS**

The Family First Prevention Services Act, enacted as part of Public Law 115-123 authorized new Title IV-E funding for time-limited prevention services for mental health, substance abuse, and in-home parent skill programs for children or youth who are candidates for foster care, including those youth who have been referred per MCL 400.55h or committed per Public Act 150 and currently reside in home are eligible to receive prevention case services. See [SRM 108, Family First Prevention Services Act \(FFPSA\)](#) for further information, prevention plan contents and approval process.

**JUVENILE JUSTICE
ISP INSTRUCTIONS**

The JJS is required to develop the DHS-4789, Juvenile Justice Initial Service Plan (ISP), within 30 calendar days of the delinquency acceptance date for a youth referred or committed to MDHHS. Mich Admin Code, R 400.12418.

**Completion Date
Compliance**

The DHS-4789, Juvenile Justice Initial Service Plan, is considered complete when the JJS submits the ISP to the supervisor in MiSACWIS for approval. The completion date is reflected as the Report Date on the first page of the ISP.

The ISP is considered overdue if the date the service plan is submitted for approval in MiSACWIS is on or after the 31st calendar day following the youth's delinquency acceptance date.

Service plans must be signed by the JJS. Mich Admin Code, R 400.12418.

JUVENILE JUSTICE USP INSTRUCTIONS

A DHS-4789, Juvenile Justice Updated Service Plan, is required when the youth is in a community-based or approved, non-contracted placement during the majority of a report period. Examples include, but are not limited to, placement in a detention facility and community-based placements, such as parental home, relative placement, foster homes and independent living.

The written information for the plan must be obtained from a variety of sources including the youth, the parent(s)/legal guardian(s), report and treatment plans from residential placements, schools, employers, training programs, and counseling services. Information from collateral contacts must be summarized. Goals are based on the current *MJJAS risk assessment* and the *JJ Strengths and Needs Assessment*.

Approved, Non- contracted Placement Requirements

Note: When a youth is in an approved, non-contracted residential treatment facility, documentation of specific changes to assignments must be completed using the JJ Strengths and Needs Assessment, D12. Additional Needs That Were Not Addressed, that is linked to the DHS-4789, Juvenile Justice Updated Service Plan. Indicate any changes to assignments for sleeping, programming, education, or work that need to occur to support youth safety. This includes but is not limited to:

- Room assignments.
- Therapeutic group assignment.
- Classroom assignment.
- Timing of hygiene.
- Group activities, etc.

**JUVENILE JUSTICE
SUSP
INSTRUCTIONS**

The DHS-4789, Juvenile Justice Supplemental Updated Service Plan (SUSP), is completed when a youth is placed in a private, contracted juvenile justice residential treatment facility, Bay Pines Center or Shawono Center and the facility is completing residential treatment plans. Upon receipt, attach the DHS-232, Initial Treatment Plan (ITP), DHS-233, Updated Treatment Plan (UTP), or DHS-234, Release Report, to the SUSP.

Note: When a youth is placed in a private, contracted juvenile justice residential treatment facility, the JJ Strength and Needs Assessment is completed by the residential case manager.

**Juvenile Justice
USP/SUSP
Completion Date
Compliance**

Completion of the first DHS-4789, Juvenile Justice Updated Service Plan, or DHS-4789, Juvenile Justice Supplemental Updated Service Plan, is required within 90 calendar days of the ISP report period end date or sooner, if necessary, to ensure coordination with court hearings. Mich Admin Code, R 400.12418.

The USP or SUSP must be updated and revised at 90-day intervals. The due date of the USP or SUSP must be within 90-calendar days of the previous service plan's report period end date. The USP or SUSP is considered complete when the JJS submits the USP or SUSP to the supervisor in MiSACWIS for approval. The completion date is reflected as the *Report Date* on the first page of the service plan.

The USP or SUSP is considered overdue if the date the service plan is submitted for approval in MiSACWIS is on or after the 91st calendar day from the previous service plan's report period end date.

Service plans must be signed by the JJS. Mich Admin Code, R 400.12418.

**ISP/USP/SUSP
SUPERVISORY
APPROVAL**

Prior to finalizing, the service plan and required assessments must be reviewed and approved by the supervisor. The service plan approval process requires the supervisor to review and approve the service plan within 14 calendar days of the date the service plan was submitted for approval in MiSACWIS. MiSACWIS generates the approval date when the supervisor selects Approve and Save.

The agency is considered out of compliance if the supervisor approval date is past the 14-day review and approval time frame. Mich Admin Code, R 400.12403(1)(i).

Supervisory approval indicates agreement with:

- The court recommendations within the service plan.
- Current visitation plan.
- The identified strengths and needs of the youth and family.
- The current risk level and current placement security level.
- The rate of progress identified.
- Appropriateness of current placement and estimated release date.
- Current treatment goals and services for the youth and family.
- Permanency planning goal.

Service plans must be signed by the JJS's supervisor. Mich Admin Code, R 400.12418.

**GENERATE AND
SAVE**

After a service plan has been approved in MiSACWIS, the report must be generated and saved in MiSACWIS.

Note: MiSACWIS will not automatically save an approved report.

REQUIRED SIGNATURES AND TIMEFRAMES

When the service plan is approved in MiSACWIS, signatures for all appropriate case members are required to be obtained, including youth ages 11 and older. Signatures from all appropriate case members must be obtained within 30 calendar days of the Report Date.

RECORDING SIGNATURES IN MISACWIS

After signatures are obtained, the JJS must document in MiSACWIS whether case plan members participated in the creation of the case service plan, signed the plan, and agreed with the plan. Use the Signatures hyperlink for the appropriate case service plan to document each signature.

UPLOADING SIGNATURE PAGES

Case service plan signatures are required to be scanned and uploaded into MiSACWIS. The full document is not required to be scanned and uploaded, as information contained in the document can be viewed in MiSACWIS. Use the document hyperlink for the appropriate case service plan to upload signature pages.

DHS-738, REENTRY PLAN

When a youth is placed in a residential treatment facility, the DHS-738, Reentry Plan, shall be completed by the assigned JJS in MiSACWIS with input and assistance from the youth's treatment and transition team; see [JJM 431, Reentry Services](#).

The DHS-738a, Reentry Planning Tool is an optional tool to assist the juvenile justice specialist in obtaining the information necessary to complete and generate the DHS-738, Reentry Plan.

Note: The JJS and treatment facility staff are required to discuss and agree upon an estimated release date for the youth and document it in each service and treatment plan. Any disagreement between the JJS and residential case manager regarding release readiness should be resolved following the process outlined in [JJM](#)

[410, Placement Selection and Standards, Release and Replacement from Residential Placement.](#)

The DHS-738 needs to reflect the input of all members of the treatment and transition team, but the final completion and approval responsibility rests with the assigned JJS and their supervisor for MDHHS-supervised youth.

COMPLETION DATE COMPLIANCE

The DHS-738, Reentry Plan, is started at least six months prior to the youth's estimated release date and finalized and approved by the treatment and transition team at least 14 calendar days before the youth's estimated release date.

In the rare instance of an unplanned release, the DHS-738, Reentry Plan, needs to be finalized and approved by the JJS and juvenile justice supervisor within 14 calendar days of the youth's unplanned release date. An unplanned release is a release that is both prior to the estimated release date **and** unexpected (for example, a court ordering the immediate release of a youth against the juvenile justice specialist and facility treatment team recommendation or a youth AWOLP/escape who does not return to the facility).

Supervisory Approval

Prior to finalizing, the DHS-738, Reentry Plan, must be reviewed and approved by the supervisor. The DHS-738 approval process requires the supervisor to review and approve the DHS-738 in MiSACWIS. MiSACWIS generates the approval date when the supervisor selects Approve and Save. Supervisory approval indicates agreement with:

- The JJS's assessment of the youth's and family needs.
- The services that will be provided based on the youth's and family needs.

SERVICE PLAN DISTRIBUTION

Prior to distribution, review [SRM 131, Confidentiality, Redaction](#), for details on proper redaction. A copy of each approved service plan is required be filed in the youth's case record. According to 1939 PA 288, MCL 712A.2(i)(i) and MCL 712A.19, and MCR 3.943, a copy of the approved service plan must be provided to the following:

- Youth 11 years of age or older.
- Court.
- Youth's attorney.
- Prosecuting attorney.

The following also need to be provided a copy of the approved service plan:

- Parent(s)
- Guardian Ad Litem, if applicable.
- Youth's foster parent(s) (Mich Admin Code, R 400.12418) or custodian.
- A nonparent adult, if the nonparent adult is required to comply with the case service plan.
- If tribal membership, citizenship, or eligibility has been determined, the tribal government representative.
- Other person as the court may direct.

FORMS

- DHS-349, Juvenile Justice Case Opening Checklist.
- DHS-4789, Juvenile Justice Initial Service Plan.
- DHS-4789, Juvenile Justice Updated Service Plan.
- DHS-4789, Supplemental Updated Service Plan.
- DHS-738, Reentry Plan.
- DHS-738a, Reentry Planning Tool.

LEGAL BASE

Federal

The Social Security Act, 42 USC 675 and 42 USC 675a.

Defines the term case plan and the requirements for the content of each case plan.

The Social Security Act, Subpart E-Federal Payments for Foster Care and Adoption Assistance, 45 CFR 1356.21(g).

Defines the requirements for a case plan.

The Social Security Act, Subpart G-Reporting Populations, 45 CFR 1355.44(b)(2)(ii).

Defines the information that states must attempt to gather and report regarding a child's sexual orientation.

Prison Rape Elimination Act National Standards, General Definitions, 28 CFR 115.5.

Established definitions for transgender and intersex.

State**The Probate Code, 1939 PA 288, as amended, MCL 712A.2(i)(i).**

Defines the party in a delinquency proceeding to include the petitioner and juvenile.

The Probate Code, 1939 PA 288, as amended, MCL 712A.19.

Requires that an agency report filed with the court shall be accessible to all parties to the action.

The Juvenile Facilities Act, 1988 PA 73, as amended, MCL 803.223.

If a juvenile is committed to a juvenile facility, the department or county juvenile agency, as applicable, must complete an annual report identifying the services being provided to the juvenile, where the juvenile has been placed, and the juvenile's progress in that placement.

Child Care Organizations Act, 1973 PA 116, MCL 722.123a(6)

At each dispositional review hearing and permanency planning hearing held with respect to the child, the court shall approve or disapprove the qualified residential treatment program placement.

Michigan Court Rule**MCR 3.943(c)(1)(2).**

The youth and/or the youth's attorney and the petitioner must be provided the opportunity to review written reports for dispositional hearings.

**Michigan
Administrative
Code****Licensing Rules for Child Placing Agencies, Mich Admin Code, R 400.12403(2)(i).**

An agency shall have and follow written policies and procedures for service plans.

Licensing Rules for Child Placing Agencies, Mich Admin Code, R 400.12418, Development of service plans.

Provides information on when service plans must be completed, who is provided a copy of the service plan and who must sign the service plan.

Requires MDHHS to develop service plans with the youth, the youth's parents or legal guardian, the referring agency, the foster parent and other parties involved in providing needed services, or medical care, unless the agency documents why any of the entities have not been involved.

Licensing Rules for Child Placing Agencies, Mich Admin Code, R 400.12419, Initial service plans.

Provides details on the information required to be included in an initial service plan.

Licensing Rules for Child Placing Agencies, Mich Admin Code, R 400.12420, Updated service plans.

Provides details on information required to be included in an updated service plan.

Licensing Rules for Child Placing Agencies, Mich Admin Code, R 400.12422 Foster care record.

Requires the initial and updated service plans to be filed in a youth's case record.

POLICY CONTACT

Juvenile justice supervisors and management may submit policy clarification questions to Juvenile-Justice-Policy@michigan.gov.